

JUS.T.I.S. Governance Council Meeting Minutes  
December 5, 2013

Start of Meeting: 09:33 a.m.

Departments Present: Adult Probation; District Attorney; Police; Public Defender; Superior Court; Juvenile Probation; City Administrator's Office  
Absent: Sheriff; Department on Status of Women; Emergency Management; Mayor's Office; Department of Technology

Minutes from Prior Meeting – Minutes from meeting held on October 24, 2013 were approved.

From Executive Sponsor's Update:

A check was taken to identify the status of those outstanding Memorandums of Understanding still needing to be signed. The Police Department provided a signed MOU for Configuration Management leaving Adult Probation and the Sheriff as the two remaining unsigned MOU's for Configuration Management.

A review of the status of departments still needing to connect to JUSTIS was shared with the Council members.

The Council was also updated on a meet and greet that the Technical Steering Committee had with Miguel Gamino, the new Chief Operations Officer at the Department of Technology .

The 2014 meeting schedule for the Governance Council was distributed.

From the Technical Steering Committee's Update:

The Council was updated on the current production support activities along with a reminder that 2014 would be requiring the addition of new statutes in the Charge Code table.

The primary development activities were related to work on the hub connection for the District Attorney and completing the portion of the Public Defender's hub connection that would send information from their Case Management System into JUSTIS.

Both the District Attorney and the Courts provided the Technical Steering Committee with a project status.

From Case Management System Updates:

Hub Activity/Server Project:

The staff is working on the outbound transactions from the Public Defender's Case Management System. These transactions will assign and update the public defender associated with cases.

The distribution of departmental notifications related to probationer bookings is now active in JUSTIS.

The staff is continuing their work with the District Attorney's Case Management vendor to make their hub connection to JUSTIS transactional and bi-directional

The staff met with the Department of Technology related to our desire to purchase a third chassis of blade servers.

New code has been added into the JUSTIS Hub to provide early detection of problem bookings so that these bookings can be corrected before the Hub faults.

Staff members are looking at options to maximize space usage with our one remaining SAN shelf.

Juvenile Probation:

Juvenile Probation informed the Council that the Department is intending to use the case management system now being developed for Adult Probation. That vendor is Smart Probation. Data requirements are being identified.

The Department is preparing for the creation of their annual reports.

The Department is also in the midst of having meetings with the District Attorney's Office. The DA would like to obtain data for their new Juvenile module in their Case Management System.

District Attorney:

The District Attorney (DA) has continued their work with the JUSTIS staff identifying and defining the data fields that will be needed for their connection to the JUSTIS hub. They also indicated that the anticipated completion of this project should be in the 1st quarter of 2014.

It was also mentioned earlier in this report that the DA has begun discussions with Juvenile Probation about obtaining Juvenile data. They have also discussed the security requirements needed for a data exchange between the two departments. And the DA reported that the design of their Juvenile module is almost finished.

Public Defender:

The Public Defender indicated that the bi-directional programming needed to send information to JUSTIS from their case management system was ready for testing.

They are also working with JUSTIS to add some new fields that are needed for inclusion in their case management system.

Police:

The Police Department is interested in adding citation data into their Crime Data Warehouse (CDW) and would be requesting data from the Courts through JUSTIS.

Their CDW 2.0 priorities continue to be mapping and Geo validations, then expanding their search capabilities, and then adding CopLogic data.

Adult Probation:

Adult Probation is looking at a drug testing module that they hope to roll out around the beginning of the calendar year.

They are also looking at a Telephone Reporting module.

The Department has reviewed the Sheriff's new Jail Time Served and will provide feedback to the Sheriff.

Superior Court:

The Court is continuing their work on their court management application. They are also now looking at other applications that may provide a single solution to address the combined needs of their Citations, Traffic, Civil and Criminal courts. A decision on continuing with CX2000 or going to a combined Court application was anticipated in early January 2014.

Old Business:

The topic of data growth that was introduced as an item for discussion at a future council meeting will be rescheduled for a future meeting in 2014. Departments were asked to provide information related to anticipated needs beyond their original requirements for running their case management systems.

End of Meeting: 10:38 a.m.